

IMPORTANT NOTICE

BOARD OF VETERINARY EXAMINERS

New License Requirement

Effective June 17, 2003 and pursuant to Hawaii Revised Statutes section 436B-10 and federal law, it is the policy of the State of Hawaii ("**State**") Board of Veterinary Examiners ("**Board**") that, in addition to meeting the education, experience, and examination requirements for licensure, an applicant for a Hawaii veterinarian's license is required to be either **a United States citizen, a United States national, or an alien authorized to work in the United States.**

This means that, even if an applicant meets the education, experience, and examination requirements for licensure, that applicant shall not be issued a license if that applicant is not a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.

However, the Board will issue the applicant a **conditional approval** that signifies that the applicant has met the education, experience, and examination requirements for licensure; provided that this conditional approval shall **not** be considered a license to engage in the profession and shall **not** authorize the applicant to work in our State. To obtain authorization to work in our State, the applicant shall be required to contact the U.S. Bureau of Citizenship and Immigration Services ("**BCIS**"). In addition, federal law [45 U.S.C. 666 (a)(13)(A)] requires that once an applicant is authorized by the BCIS to work in the U.S., the applicant must supply his/her Social Security Number ("SSN") so that states can use this information for child support enforcement purposes.

Once the applicant submits evidence to the Board that the BCIS has authorized the applicant to work in the U.S. (without conditions or other encumbrances), **provides a SSN** and meets all of the licensing requirements in effect at that time (including, but not limited to, the requirement that the applicant has not been convicted of any crime that is directly related to the profession), the applicant shall be issued a full and unrestricted license.

This conditional approval shall be valid for two (2) years. An applicant must obtain the appropriate BCIS authorization within this two (2) year period in order to have a license issued. If the applicant is unable to meet this deadline, the applicant may be required to reapply for licensure and meet all of the requirements in effect at that time.

REQUIREMENTS FOR LICENSURE --- VETERINARIAN

Access this form via website at: www.hawaii.gov/dcca/pvl

REQUIREMENTS

1. Possess the proper education as described below; AND
2. Pass the National Board of Veterinary Medical Examiners (NBVME)-developed examination; AND
3. Pass the Board-developed examination.

EDUCATION

You must be a graduate of a veterinary college accredited by the American Veterinary Medical Association (AVMA). However, you will be allowed to sit for the NBVME-developed exam if you are expected to graduate within 6 months from an AVMA accredited veterinary college, provided written verification from the college is submitted.

FOREIGN EDUCATION

In addition to the foregoing, graduates of foreign colleges must have their foreign education evaluated if they wish to have their college degree(s) considered. In order to do this, contact the AVMA Educational Commission for Foreign Veterinary Graduates (ECFVG) at:

AVMA
ATTN: ECFVG
1931 N. Meacham Rd., Ste. 100
Schaumburg, IL 60173-4360

Phone: (800) 248-2862 or (847) 925-8070
FAX: (847) 925-9329

Website: www.avma.org/education/ecfvg

EXAMINATION

Applicants for licensure **via endorsement**:

For verification of your license and exam scores, **send** the "Verification of License" form (VET-04) to all of the states in which you have held a license within the last 10 years. They should send it back **directly** to the Board. Please note that some states charge a fee for this service; therefore, please contact the respective state board for fee information. If more than one form is needed, you may photocopy the form for additional copies.

* If the Clinical Competency Test (CCT) was not required at the time you were licensed out-of-state, the Board requires:

1. A statement of experience or resume in the practice of veterinary medicine; AND
2. Notarized statements from two veterinary colleagues attesting to your veterinary experience.

Applicants for licensure **via NBVME-developed examination**:

If you have passed the NBVME-developed exam but are not licensed in another state, please have your NBVME scores sent **directly** to the Board. Contact the American Association of Veterinary State Boards' (AAVSB) Veterinary Information Verifying Agency (VIVA) for this service.

AAVSB
ATTN: VIVA
4106 Central
Kansas City, MO 64111

Phone: (816) 931-1504
FAX: (816) 931-1604
E-mail: info@aavsb.org
Website: www.aavsb.org

NBVME-developed examination

If you have not passed the NBVME-developed exam, the Board will inform the NBVME of your eligibility to take the exam **upon approval of your application**. Once approved, we will also send you a Candidate Information Packet, which includes: (1) Admittance Slip; (2) General Rules for Candidates; (3) Candidate Examination Information; and (4) Map to the exam site. For your information, candidate information can be downloaded from the NBVME website at: www.nbvme.org/information.html.

Currently, the North American Veterinary Licensing Examination (NAVLE) is a computer-based exam scheduled twice a year with testing windows usually in April and November-December. In Hawaii, the exam is offered on Oahu only. The filing deadline is 104 days prior to the first test day of the selected testing window.

Note: Even if you register to take the NAVLE and submit payment to NBVME, you will **not** be allowed to sit for the exam until the Board has deemed you eligible to do so.

Once you are deemed eligible, you will need to contact NBVME.

NBVME
PO Box 1356
Bismark, ND 58502

Phone: (701) 224-0332
FAX: (701) 224-0435
E-mail: mail@nbvme.org
Website: www.nbvme.org

Examination (Cont.)

The Board-developed exam

- The Board-developed exam is offered monthly on most islands. However, neighbor island administration, particularly for Kona, is not guaranteed. **If you wish to take the exam on a neighbor island, call the Exam Branch at (808) 586-2711 to confirm that the exam will be offered for the exam date requested.**
- Unsuccessful candidates of the Board-developed exam must wait **3 months before retesting.**
- **Filing deadline: 60 days prior to selected exam date.**
- Cost: \$30 made payable to Commerce & Consumer Affairs
- Written notice to postpone or withdraw from the exam must be received by the Board at least **4 weeks** prior to the examination. Timely requests for postponements shall result in the application of your exam fee to the next exam date you request. Timely requests for withdrawals shall result in a refund of your exam fee. Failure to provide timely requests shall result in the forfeiture of your exam fee.
- To obtain a list of reference materials, please call the Exam Branch at (808) 586-2711.

If you require special accommodations to sit for the Board-developed examination, please contact the Exam Branch immediately, but no later than the exam filing deadline, at (808) 586-2711 to obtain a Disability Certification Form that will need to be completed and returned to our office. No action will be taken to provide special testing accommodations until your exam application is complete and approved.

TEMPORARY PERMITS

After filing all required documents and payment of fees, a temporary permit may be granted to the applicant who has been approved for the first Board-developed examination for which they are eligible, and who verifies employment with a veterinarian licensed to practice in Hawaii under whose supervision the temporary permittee will be employed. Please refer to §16-101-29.1 and §16-101-30 of the Board's rules for these conditions.

LICENSE FEES

Licenses issued between July 1 of even-numbered years - June 30 of odd-numbered years pay \$270.

Licenses issued between July 1 of odd-numbered years - June 30 of even-numbered years pay \$135.

SUBMITTALS

1. Complete the entire application; **AND**
2. Provide an official or certified copy of all pertinent diplomas or a certified transcript(s) from an accredited veterinary school or college. For graduates from a foreign veterinary college, provide a photocopy of your diploma (with a certified English translation if the diploma is not in English) **and** the AVMA ECFVG educational credential evaluation;
3. An expected graduate must provide written verification from the veterinary college confirming that you are scheduled to graduate within 6 months of the NBVME-developed exam you select to take;
4. If the CCT was not required at the time of licensure, provide:
 - a. A statement of experience or resume in the practice of veterinary medicine; and
 - b. Notarized statements from two veterinary colleagues attesting to your veterinary experience; **AND**
5. **Non-refundable application fee of \$100 made payable to Commerce & Consumer Affairs.**
Depending on your pathway, the Board will be awaiting submission of one or more of the following:
 - a. "Verification of License" form (VET-04) from another state board(s).
 - b. AVMA ECFVG certificate if you are a graduate of a foreign college.
 - c. Verification of passing the NBVME-developed exam.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

INFORMATION & INSTRUCTIONS -- VETERINARIAN

Complete the attached form using a typewriter or print legibly in black ink. Answer all questions and sign and date the application form. **Applications that lack supporting documents required for exam or licensure will not be considered.** It is the applicant's responsibility to ensure that all documents are received.

REQUIREMENTS

Please read the requirements section carefully. Should you have a question or concern regarding the requirements, contact the Licensing Branch at (808) 586-3000.

Individuals from the neighbor islands can call the toll free access numbers:

| | | | |
|---------|--------------------------|----------|--------------------------|
| Kauai: | 274-3141 ext. 3000 | Maui: | 984-2400 ext. 3000 |
| Hawaii: | 974-4000 ext. 3000 | Molokai: | 1-800-468-4644 ext. 3000 |
| Lanai: | 1-800-468-4644 ext. 3000 | | |

Information can also be obtained from the Professional & Vocational Licensing Division web site: www.hawaii.gov/dcca/pvl

FEES

Make checks payable to: COMMERCE & CONSUMER AFFAIRS (unless otherwise noted).

Note: One of the requirements that must be met is the payment of fees as set forth in this application. You may be sent a registration or license certificate before the check you submitted for your required fees clear your bank. If the check is returned to the DCCA unpaid, you will have failed to pay the required fees and your registration or license will not be valid, and you may not conduct business under that registration or license. Also, a \$15.00 service fee will be charged for checks which are not cleared and subsequently returned from the bank.

RETURN OF REQUIRED ITEMS

Mailing Address:

Board of Veterinary Examiners
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

Office location:

335 Merchant Street, Room 301
Honolulu HI 96813

Phone: (808) 586-3000

RESPONSE

You will receive a deficiency notice or an approval notice upon receipt of all required documents and review of your application.

If for any reason you are denied the registration or license you are applying for, you may be entitled to a hearing as provided by the Hawaii Administrative Rules, Title 16, Chapter 201, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing should be directed to the agency that issues your registration or license and must be received within 60 days of the date that your application for registration or license has been denied.

ABANDONMENT

Your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years; provided that the failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit the required documents and other information requested by the licensing authority within two consecutive years from the last date the documents or other information were requested, or (2) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process, including attempting to complete the examination requirement.

LAWS & RULES PUBLICATIONS

You must certify to reading, understanding, and agreeing to comply with the Hawaii Revised Statutes and Hawaii Administrative Rules governing this license area. To obtain a copy of Chapter 471, Hawaii Revised Statutes and Chapter 101, Hawaii Administrative Rules, send a written request to: Board of Veterinary Examiners, Commerce & Consumer Affairs, P.O. Box 3469, Honolulu, Hawaii, 96801, or you may download the statutes from the following website: www.hawaii.gov/dcca/pvl. Click on the Veterinary Board. Chapter 436B, Hawaii Revised Statutes, The Professional and Vocational Licensing Act should be read in conjunction with the above statutes.

LICENSURE & RENEWAL

After all requirements are fulfilled, license fees will be due. Notification of amounts will be sent to you at the appropriate time.

For Veterinarians, all licenses **(regardless of issuance date)** will expire on June 30 of each EVEN-NUMBERED year and are subject to renewal by the license expiration date. Renewals received after the license expiration date are subject to late renewal fees and may be restored up to 2 years. After 2 years, a new application for licensure is required.

CHANGE OF ADDRESS

Whenever you have a change of address, please report it to the Licensing Branch in writing so that your records can be updated.

APPLICATION FOR EXAM/LICENSE – VETERINARIAN

Access this form via website at: www.hawaii.gov/dcca/pvl

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| LEGAL NAME (First, Middle) | (LAST) |
| Other Names Used (include maiden name): | |
| Residence Address (include apt. no., city, state & zip code) | |
| Mailing Address (ONLY if different from above) | |
| Social Security No. | Phone No. (days) |
| Indicate type and date of exam. See enclosed exam schedule. [] NAVLE exam. Exam Window Applying for _____ [] Board Developed exam. Exam Date _____ Island _____ | |

FOR OFFICE USE ONLY

Eff. Date

Lic. No

VE -

Circle or underline answers, explain when needed:

- 1) Are you at least 18 years of age? YES NO
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? YES NO
- 3) Are you a graduate or expected graduate of an accredited U.S. or Canadian veterinary college? YES NO
- 4) a. Have you passed both the National Board of Veterinary Medical Examiners (NBVME) developed examinations (NAVLE or NBE and CCT)? YES NO
If "yes," have you made arrangements to have the scores sent directly to the board? YES NO
Date request made to have scores sent to the board _____
If you answered "yes" to 4a, do not answer 4b or 4c.
b. Have you taken the NBVME developed examination but have not received results? YES NO
Note where and when: _____
c. Do you plan to take the NBVME developed examination in the near future? YES NO
Note where and when: _____
- 5) a. Have you ever been licensed to practice as a veterinarian in any other jurisdiction? YES NO
b. Were any licenses revoked, suspended or otherwise subject to disciplinary action? YES NO
If "yes," give jurisdiction, dates and nature on a separate sheet.
c. Are you under investigation or are there any disciplinary actions pending against you? YES NO
If "yes," give jurisdiction and nature on a separate sheet.
- 6) During the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged? YES NO
Explain a "yes" response on a separate sheet and attach copy of court documents and/or records pertaining to conviction.

| ALL OUT-OF-STATE LICENSES | Name of State(s) | Date Issued | License Number | Method of Licensure | | | Date "Verification of License – VET-04" form mailed to State: |
|---------------------------|------------------|-------------|----------------|---------------------|-------------|-------------|---------------------------------------------------------------|
| | | | | NBVME exam | State Board | Endorsement | |
| | | | | NBVME exam | State Board | Endorsement | |
| | | | | NBVME exam | State Board | Endorsement | |
| | | | | NBVME exam | State Board | Endorsement | |

Affidavit of Applicant:

I hereby certify that the answers and statements contained on this application and the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license (*Section 710-1017, Hawaii Revised Statutes*). I further certify that I have read and will abide by the provisions of Chapter 471, Hawaii Revised Statutes, Chapter 101, Hawaii Administrative Rules, and Chapter 436B, Hawaii Revised Statutes.

Date

Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

| | | |
|------------------|-----------|-----------|
| App | 654..... | \$100 |
| Exam | 655..... | \$30 |
| License | 656..... | \$100 |
| CRF | 657..... | \$35/\$70 |
| ½ Renewal | 650..... | \$100 |
| Service fee..... | BCF | \$15 |

VERIFICATION OF LICENSE - VETERINARIAN

Access this form via website at: www.hawaii.gov/dcca/pvl

State of Hawaii
Board of Veterinary Examiners
P.O. Box 3469
Honolulu, HI 96801

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--|--------|---------------------|
| APPLICANT | Name (First-Middle) | | (LAST) | Social Security No. |
| | Address (Include Apt. No. and Zip Code) | | | LICENSE NUMBER |
| | | | | VE - |
| | DATE ISSUED | | | |
| I hereby authorize the licensing agency of the state of _____ to furnish the information below to the State of Hawaii Board of Veterinary Examiners. | | | | |
| Date _____ SIGN HERE _____ | | | | |

| | | |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LICENSING AGENCY | This is to certify that the above-named individual was issued license number _____ to practice | |
| | veterinary medicine on the basis of: | |
| | <div><div><input type="checkbox"/> NBVME developed exams (NAVLE or NBE and CCT)</div><div><input type="checkbox"/> Endorsement</div><div><input type="checkbox"/> State-constructed exam</div><div><input type="checkbox"/> Reciprocity</div></div> | <div>Date issued: _____</div> <div>Date license expires: _____</div> <div>License status <div><input type="checkbox"/> current</div><div><input type="checkbox"/> lapsed since: _____</div><div><input type="checkbox"/> inactive since _____</div></div> |

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